

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 9/24/2013	(3) CONTACT/PHONE Penny Borenstein / 781-5519	
(4) SUBJECT Request to (1) amend the fixed asset list to purchase a Geographic Information System (GIS) software application for Environmental Health; (2) approve a resolution amending the Position Allocation List for Fund Center (FC) 160 - Public Health to add a 0.75 FTE Mapping/Graphics System Specialist II position and (3) approve a related budget adjustment in the amount of \$39,321 from unanticipated revenue for FC 160 - Public Health.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1) Amend the fixed asset list in the amount of \$5,500 to purchase a GIS software application for Environmental Health staff; 2) Approve a resolution amending the Position Allocation List for Fund center 160 – Public Health adding a 0.75 FTE Mapping/Graphics System Specialist II position; and 3) Approve a related budget adjustment in the amount of \$39,321 from unanticipated revenue to FC 160 – Public Health to purchase the GIS software and fund the position and other minor expenses related to the position. (4/5 vote is required). 			
(6) FUNDING SOURCE(S) AEO Trust Fund/Small Water System Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$39,321.00	(8) ANNUAL FINANCIAL IMPACT \$61,361.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1314029 <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, MD, MPH, Health Officer

DATE: 9/24/2013

SUBJECT: Request to (1) amend the fixed asset list to purchase a Geographic Information System (GIS) software application for Environmental Health; (2) approve a resolution amending the Position Allocation List for Fund Center (FC) 160 - Public Health to add a 0.75 FTE Mapping/Graphics System Specialist II position and (3) approve a related budget adjustment in the amount of \$39,321 from unanticipated revenue for FC 160 - Public Health.

RECOMMENDATION

It is recommended that the Board:

- 1) Amend the fixed asset list in the amount of \$5,500 to purchase a GIS software application for Environmental Health staff;
- 2) Approve a resolution amending the Position Allocation List for Fund center 160 – Public Health adding a 0.75 FTE Mapping/Graphics System Specialist II position; and
- 3) Approve a related budget adjustment in the amount of \$39,321 from unanticipated revenue to FC 160 – Public Health to purchase the GIS software and fund the position and other minor expenses related to the position. (4/5 vote is required).

DISCUSSION

Several years ago, the County retained a consultant to perform a Countywide GIS Needs Analysis, Conceptual System Design and to develop a Five-Year GIS Strategic Plan and Plan of Action. The goal of the initiative was to identify a strategy for improving County business processes using GIS technology. The County mission as it relates to GIS is to support and enhance the County's mission by collaboratively providing and maintaining accurate and current geographic information for the benefit of the entire community. It was determined that GIS should:

- Be applied in a simple yet effective way
- Be integrated as fully as possible into the workflow of each department
- Facilitate citizen involvement and improve customer service
- Be used as a tool to provide timely and accurate information to the Board of Supervisors
- Be easily accessed by citizens through easy-to-use portals such as via the internet and touch screen kiosks
- Leverage existing information and technology investments

A number of years ago, Environmental Health (EH) attempted to develop its GIS capability by purchasing computer equipment, desktop GIS software, and geographic positioning system (GPS) devices. EH utilized the services of a volunteer. The volunteer discontinued her services when we requested that she train Environmental Health staff. We then tried redirecting existing staff to learn and utilize the software. Due to workload demands and the resulting inconsistent use of the software, the effort to redirect staff was discontinued. The desktop GIS software did not integrate with other County GIS software. Staff continues to utilize GPS devices to locate water wells and regulated facilities. This data is stored in various databases but cannot be represented geographically on a map without extensive manual review and manipulation of the information, and then providing the information to a department that has the GIS capacity. Analysis of the data is difficult without extensive effort.

Environmental Health recognized the importance of providing the data located in various databases, spreadsheets and paper files in a GIS format. Environmental Health information regarding hazardous materials management, food safety, water quality, water well locations, ocean water monitoring and more when provided in a geographically referenced format would be valuable to Environmental Health staff, Planning and Building Dept., Office of Emergency Services, Public Works and many other County departments for use in planning, disaster preparedness and emergency response.

Environmental Health routinely receives requests from other departments, representatives of the media and the general public regarding the location of sites contaminated with hazardous waste, water well locations, water wells located near underground storage tanks, and most recently water wells overlying the Paso Robles Groundwater Basin.

Approval of the recommended actions will allow Environmental Health to become a full participant in the San Luis Obispo County GIS community. We will be able to perform the following functions:

- Create advanced maps for spatial analysis of Environmental Health data
- Provide location based data combined with various data attributes which will result in datasets for GIS that will benefit Environmental Health staff, the general public and other county departments.
- Allow Environmental Health improved access to shared and relevant data from other county departments for better spatial analysis and response to issues of public and environmental health concern.
- Utilize existing field tablet computers and GPS devices, in order to have access in the field for immediate analysis and response to issues of public health concern.
- Improve data collection for water well locations, contaminated sites, regulated facilities and more.
- Through the internet and Environmental Health's website provide public access to GIS maps and provide better information to interested parties.

Environmental Health has considered and attempted other lower cost alternatives:

- Purchased computer hardware and stand-alone desktop GIS software.
- Hired a volunteer to perform data input, analysis and data manipulation.
- Redirected existing staff to perform data input, analysis and manipulation.

These alternatives met with limited success and were ultimately unsustainable. Environmental Health was not able to share data effectively or efficiently. We were not consistent or effective in the use of the software. After several years of trying different low cost ideas, Environmental Health abandoned its GIS efforts.

The following is a proposed timeline for this request:

- | | |
|---|----------------|
| • Board of Supervisors approves recommended actions | September 2013 |
| • Begin Recruitment for staff position | October 2013 |
| • Purchase Computer Hardware and Software | December 2013 |
| • Hire individual to fill the position | January 2014 |

OTHER AGENCY INVOLVEMENT/IMPACT

GSA-IT has reviewed and commented on the proposal and supports adding GIS capability to Environmental Health. The request has been discussed with the GIS Community of Interest which also supports adding GIS capability to Environmental Health.

FINANCIAL CONSIDERATIONS

The Public Health Department's adopted FY 2013-14 budget does not include the purchase of the GIS software or funding for the 0.75 FTE Mapping Graphics System Specialist position. The budget adjustment request includes the cost of the position for six (6) months in the amount of \$29,931, fixed asset software application in the amount of \$5,500, and related services and supplies totaling \$3,890. The position and related costs will be 100% offset through Administrative Enforcement Order Trust funds and new funds dedicated to regulating small water systems. Environmental Health was recently notified of a one-time award in the amount of approximately \$300,000 dedicated to the small water system program. The Department will return to the Board requesting approval of the agreement at a later date. The on-going cost

for the position and associated expenses in FY 2014-15 are projected to be \$61,361. In FY 2014-15, the position and related expenses will be 100% offset through fees. No general funds will be needed to support the position and related expenses.

RESULTS

The expected results are as follows:

1. Efficiently provide geographically oriented data and attribute data to other County departments and interested parties in the following areas:
 - Water well locations and data
 - Hazardous Materials/Waste facility locations
 - Retail Food Facility locations
 - Ocean water monitoring data
 - Locations of sites contaminated with hazardous waste
 - Locations of water systems regulated by Environmental Health
2. Utilize GIS data from other County departments for improved community service and emergency response
3. For the convenience of interested parties and the public we serve, develop internet access to environmental health related data.
4. Participate in the San Luis Obispo County GIS community of departments.
5. Contribute to achieving the Board of Supervisors vision of providing a safe, healthy and livable community.

ATTACHMENTS

1. PAL resolution adding 0.75 FTE Mapping/Graphics System Specialist II to FC 160 - Public Health